

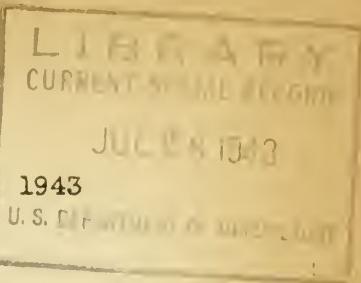
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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington



July 15, 1943

OFFICE OF INFORMATION MEMORANDUM NO. 60

Printing and Binding Allotments, Fiscal Year 1944

Following the practice of last year, the Office of Information will again make allotments of funds to the bureaus and agencies of the Department to provide for job printing and the printing of administrative instructions for the current fiscal year. These allotments will not include printing and binding for activities authorized under Public Law 45, 78th Congress (Farm Labor Act), nor those authorized under the \$25,000,000 appropriated to the War Food Administration.

The Agricultural Appropriation Act for 1944 provides the sum of \$1,200,000 for Department printing and binding, or \$100,000 less than the 1943 appropriation. Please bear in mind that it will be necessary to hold requests for funds to the minimum consistent with effective operations. Any increases over last year must be justified. The Office of Information will again retain the funds for the printing of publications. This plan provides a flexible arrangement for publication printing under wartime conditions, and has proved most satisfactory during the past year.

Any questions or problems regarding printing funds should be referred to Mr. McCormick, Executive Assistant of this Office.

Please fill out and return the attached job printing estimates form by July 31, but do not include estimates for printing out of labor funds or War Food Administration funds.

With respect to emergency field printing we have requested authority from the Joint Committee on Printing to use \$90,000 for this purpose. The usual procedure will be followed in procuring field printing and reporting expenditures therefor. If any employees who procure field printing are not familiar with this procedure they should be properly instructed. See Department Regulation No. 1355.

Keith Himebaugh

Keith Himebaugh
Acting Director of Information

Attachment

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W. H. D. -

July 15, 1943

Bureau or Agency

Estimates for Job Printing and Administrative Instructions:

Job Work:

Forms	_____
Letterheads	_____
Binding	_____
Total	_____

Administrative Instructions:

Congressional Documents, B&F	_____
Instructions & Information	_____
Service & Regula- tory Announcements	_____
Other	_____
Grand Total	_____

Justification for estimated expenditures in excess of 1943 expenditures:

